

# YOUTH SERVICES POLICY

<b>Title:</b> Establishment of Secure Care Facility Standard Operating Procedures (SOPs) <b>Next Annual Review Date:</b> 06/14/2013	<b>Type:</b> C. Field Operations <b>Sub Type:</b> 1. General <b>Number:</b> C.1.6
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<b>References:</b> ACA Standards 2-CO-3A-01 (Administration of Correctional Agencies); 4-JCF-2A-01, 4-JCF-6A-08, and 4-JCF-6A-15 (Performance-Based Standards for Juvenile Correctional Facilities);	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 06/14/2012

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

To establish Standard Operating Procedures (SOPs) concerning the day-to-day operations of the Youth Services (YS) secure care facilities.

## III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretary/Facilities and Facility Directors.

## IV. POLICY:

It is the Deputy Secretary's policy that a facility SOP manual is in place to comply with YS Policy and programs for operating and maintaining secure care facilities, their satellites, and operations.

## V. PROCEDURES:

A. Facility SOPs shall be established and provide detailed instructions for implementation based on YS Policy requirements. Facility SOPs shall cover at a minimum the following in accordance with the American Correctional Association Performance-Based Standards for Juvenile Correctional Facilities:

1. control center operations;
2. control of contraband and unauthorized items;
3. emergency and safety procedures;
4. escapes, riots, hunger strikes, disturbances and taking of hostages;
5. flammable, toxic and caustic control;
6. key control;

7. patrol and inspection;
  8. permanent log maintenance;
  9. physical plant inspections;
  10. security;
  11. security equipment;
  12. tool control;
  13. use of interventions;
  14. youth accountability; and
  15. youth transport.
- B. Facility Directors shall ensure that the following specifics are incorporated into each facility SOP.
1. expected compliance;
  2. the effective date of the implementation;
  3. personnel expected to implement the procedure;
  4. required documented training of applicable staff; and
  5. consequences/actions which may result should the procedure not be followed.
- C. Facility Directors shall distribute and communicate all new or revised SOPs governing the activities of the facility to designated staff, the contracted health care provider, volunteers, and when appropriate, visitors, youth and their parents/guardians prior to implementation.
- D. Upon approval by CO, applicable facility SOPs shall be post-dated 30 days in advance to allow for the processes in Section V. C. above to be adhered to at the facility level.
- E. Facility SOPs shall be accessible to all employees through a manual or an electronic format.
- F. Facility staff shall be thoroughly familiar with facility SOPs concerning their particular assignments.
- G. Facility Directors shall ensure there is a process in place for SOP review, revision or development by facility staff at all times.
- H. Approved SOPs applicable to youth shall become part of the Direct Admission orientation curriculum. Copies shall also be maintained in each housing unit and made available to youth at all times.
- I. Facility Directors shall ensure SOPs are reviewed annually and updated as needed.

**VI. FACILITY SOP APPROVAL PROCESS:**

- A. Effective April 4, 2012 new or revised facility SOPs shall be post dated 30 working days and submitted, via email or fax, to the Continuous Quality Improvement Services (CQIS) Administrative Program Director, along with a strikethrough highlighting the revisions being submitted for review prior to implementation, utilizing the Facility SOP Central Office Review Form [see Attachment C.1.6(a)].
- B. In the event an extension is needed by CQIS in order to complete an SOP review, notice will be provided to the Facility Director prior to the 30 day timeline by CQIS.
- B. Absent action by Central Office to delay implementation, the Facility Director may assume approval and distribute the Facility SOP at the conclusion of the 30-day review period.

**Previous Regulation/Policy Number:** C.1.6  
**Previous Effective Date:** 5/14/2012



**Attachments/References:** C 1 6 (a) Central Office Review Form 6-6-12.doc